

Main Interior Building

**Occupant Emergency Training Packet for
Wing & Sector Wardens, Floor Team Coordinators,
Persons Whom Require Assistance a during Building Evacuation
& Buddies**



October 2003

Main Interior Building - Wing Warden

The Wing Warden's role is a critical element in the safe, expeditious evacuation of employees and visitors during an emergency. Please keep this list readily available as a reference for periodic review to keep yourself familiar with the duties listed below. If you have any questions regarding evacuation procedures or your duties, please contact the Division of Facilities Management Services on 208-7560.

When the Alarm Bells Sound:

1. Wear your Wing Warden hat. We suggest you store this list with your hat for easy reference.
2. For safety, check the stairwell(s) the occupants will use. Open the door to make sure there is no smoke in the stairwell.
3. Proceed to your assigned position (usually at the corner of your wing where you can safely observe traffic entering the stairwell).
4. Assist and instruct occupants, as necessary. Designate alternate routes when normal evacuation routes are to be avoided.
5. Ensure that persons requiring assistance are attended by their assigned Buddy or alternate Buddy. If no one is assisting the person, assign someone to perform this duty. If they are moved to an unaffected area on the same floor, make sure your Sector Warden is informed of their name and location.
6. When it appears that all the occupants in your wing have evacuated, check each room in your designated wing to confirm full evacuation; include rest rooms, storage facilities, and adjacent offices along the main ("0") corridor. Report the names of individuals whom do not evacuate to the Sector Warden or Floor Team Coordinator. **We recommend placing colorful sticky notes on entrance doors once you confirm each room has been vacated.**
7. **When your area is clear, report the status of your area and pertinent information (e.g., the names and location of persons whom require assistance and their Buddy) to the Sector Warden.** The Sector Warden will assign other duties, if required, or direct you to evacuate the building.
8. If the Sector Warden for your area is unable to perform his/her duties, assume the role. Collect all necessary information from the Wing Wardens in your sector, and provide that information to the Floor Team Coordinator in the lobby. If you need to contact the Command Center, please call 208-5803.

List the names and locations of persons (and their Buddy) requiring assistance or whom fail to evacuate the building when the bells are sounded.

Main Interior Building – Sector Warden/North (Wings 4, 5, and 6)

Your role as a Sector Warden is critical to a safe, expedient evacuation of employees from our building. Please familiarize yourself with the duties listed below. We recommend you carry and refer to this checklist while performing your duties. If you have any questions regarding procedures and/or your duties, please refer them to the Division of Facilities Management Services on 208-7560.

Upon the sounding of the General Alarm Bells:

1. Wear your hat which identifies you as a Sector Warden.
2. Proceed to your assigned area. Movement along the North half of the main corridor is required to effectively observe and coordinate the evacuation in each wing.
3. Assist the Wing Wardens and occupants, as necessary. Instruct occupants and designate alternate routes if normal evacuation routes are to be avoided.
4. Ensure that persons needing assistance in your area of responsibility are rendered assistance. If they are moved to a temporary safe area, ensure that the Floor Team Coordinator (in the lobby) is informed about their location.
5. Wing Wardens in your sector, will report to you on the evacuation in their areas prior to their own evacuation. It is recommended you keep track this information using the check list below.
6. When it appears that all the occupants in your sector have evacuated, check each room on your main corridor to confirm evacuation.
7. When your area is clear, report to the North Floor Team Coordinator in the E Street lobby. The Floor Team Coordinator will assign other duties, if necessary, or instruct you to evacuate the building.
8. Note (below) the names and locations of persons whom fail to evacuate the building, as required.

Wing Warden 4-east _____

Wing Warden 4-west _____

Wing Warden 5-east _____

Wing Warden 5-west _____

Wing Warden 6-east _____

Wing Warden 6-west _____

List the names and locations of persons (and their Buddy) requiring assistance or whom fail to evacuate the building when the bells are sounded

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Main Interior Building - Floor Team Coordinator/North (Wings 4, 5, and 6)

When the alarm bells sound:

1. Proceed immediately to the E Street lobby and assume your role and responsibilities. Your primary functions are to monitor and coordinate the evacuation of all occupants from the building. Wear your green hat which identifies you as the Floor Team Coordinator and makes it easy for others to locate you. Establish and maintain communications with the Command Center. **The Command Center (room 1012) telephone number is 208-5803.**
2. Ensure that the contract guard staff has unlocked all exit doors, and the path to and through each door is unobstructed.
3. Sector Wardens from each floor will report the evacuation of their assigned areas to you prior to leaving the building. We recommend you track this information using the checklist below. At least every five minutes, provide the Command Center with a report on the progress of the evacuation and any other information you deem appropriate.
4. **Immediately contact the Command Center with information on persons needing assistance during the evacuation. As a minimum, provide the location of these individuals;** if their names are known, provide that information, as well. Also, make note of the names and locations of persons whom did not evacuate when the bells sounded; this can be provided to the Command Center after the incident has been resolved. (This information will be provided to you by the Sector Wardens)
5. When the evacuation is completed and reported to the Command Center, report to the rally point and prepare to update occupants on the status of the emergency or recall employees into the building when it is safe to do so. If needed, request assistance from Sector Wardens whom have reported to you.

Sector Warden Check-In

Basement _____

1st Floor _____

2nd Floor _____

3rd Floor _____

4th Floor _____

5th Floor _____

6th Floor _____

7th Floor _____

Persons requiring Assistance:

Use the reverse side of this form to list the names and locations of persons whom did not evacuate the building, or to make and notes you may need.

Main Interior Building - Sector Warden/South (Wings 1, 2, and 3)

Your role as a Sector Warden is critical in the safe, expeditious evacuation of employees from our building. Please familiarize yourself with the duties listed below. It is recommended that you carry and refer to this checklist while performing evacuation duties. If you have any questions regarding evacuation procedures and/or your duties, please contact the Building Manager's Office on 208-7560.

Upon the sounding of the General Alarm Bells:

1. Wear your hat which identifies you as a Sector Warden.
2. Proceed to your assigned area. Movement along the South half of the main corridor is required to effectively observe and coordinate the evacuation in each wing.
3. Assist the Wing Wardens and occupants, as necessary. Instruct occupants and designate alternate routes if normal evacuation routes are to be avoided.
4. Ensure that persons needing assistance in your area of responsibility are rendered assistance. If they are moved to a temporary safe area, ensure that the Floor Team Coordinator (in the lobby) is informed about their location.
5. Wing Wardens in your sector, will report to you on the evacuation in their areas prior to their own evacuation. It is recommended you keep track this information using the check list below.
6. When it appears that all the occupants in your sector have evacuated, check each room on your main corridor to confirm evacuation.
7. When your area is clear, report to the South Floor Team Coordinator in the C Street lobby. The Floor Team Coordinator will assign other duties, if necessary, or instruct you to evacuate the building.
8. Note (below) the names and locations of persons whom fail to evacuate the building, as required.

Wing Warden 1-east _____

Wing Warden 1-west _____

Wing Warden 2-east _____

Wing Warden 2-west _____

Wing Warden 3-east _____

Wing Warden 3-west _____

List the names and locations of persons (and their Buddy) requiring assistance or whom fail to evacuate the building when the bells are sounded.

Main Interior Building - Floor Team Coordinator/South (Wings 1, 2, and 3)

When the alarm bells sound:

1. Proceed immediately to the C Street lobby and assume your role and responsibilities. Your primary functions are to monitor and coordinate the evacuation of all occupants from the building. Wear your green hat which identifies you as the Floor Team Coordinator and makes it easy for others to locate you. Establish and maintain communications with the Command Center. **The Command Center (room 1012) telephone number is 208-5803.**
2. Ensure that the contract guard staff has unlocked all exit doors, and the path to and through each door is unobstructed.
3. Sector Wardens from each floor will report the evacuation of their assigned areas to you prior to leaving the building. It is recommended that you track this information using the checklist below. At least every five minutes, provide the Command Center with a report on the progress of the evacuation and any other information you deem appropriate
4. **Immediately contact the Command Center with information on persons needing assistance during the evacuation. As a minimum, provide the location of these individuals;** if their names are known, provide that information, as well. Also, make note of the names and locations of persons whom did not evacuate when the bells sounded; this can be provided to the Command Center after the incident has been resolved. (This information will be provided to you by the Sector Wardens.)
5. When the evacuation is completed and reported to the Command Center, report to the rally point and prepare to update occupants on the status of the emergency or recall employees into the building when it is safe to do so. If needed, request assistance from Sector Wardens whom have reported to you.

Sector Warden Check-In

<i>Basement</i>	_____
<i>1st Floor</i>	_____
<i>2nd Floor</i>	_____
<i>3rd Floor</i>	_____
<i>4th Floor</i>	_____
<i>5th Floor</i>	_____
<i>6th Floor</i>	_____
<i>7th Floor</i>	_____

Persons requiring Assistance:

Use the reverse side of this form to list the names and locations of persons whom did not evacuate the building, or to make and notes you may need.

Main Interior Building

Persons Whom Require Assistance during a Building Evacuation

Persons whom require assistance in an evacuation are self-identified and will fall into one of two categories in regard to building-evacuation procedures; those whom will need assistance evacuating and those whom will be moved temporarily to an unaffected area on the same floor. In both cases, a Buddy and alternate will be assigned to aid and assist the person requiring assistance. Fire-department officials will determine the need to evacuate the individuals whom have relocated to unaffected areas and, if so, the routes and methods to be used. Persons requiring assistance and their supervisors and managers are responsible for assigning a Buddy and alternate, and should notify the Building Manager's office with the name of the person requiring assistance, primary and alternate Buddies, supervisor's name, organization, room numbers, and phone numbers. If you have a disabled visitor with you when the signal to evacuate the building is given, include him/her in the evacuation and obtain any needed guidance from your Wing Warden.

Note: To prevent a backup and possible injuries in the stairways, persons whom move at a slower pace (i.e., those able to use the stairways to evacuate) should allow others to evacuate first.

Procedures for Those Unable to Evacuate: Upon activation of the alarm system:

- ✓ Get with your designated Buddy and follow their instructions.
- ✓ Your buddy will assist you in relocating to an unaffected area (a main corridor is preferred, if safe) and will ensure the appropriate Wing and/or Sector Wardens are aware of your location. Once there, your Buddy will proceed to the nearest office (doors should be unlocked) and call 9-911 to notify the Dispatcher of your location and then call the OEP Command Center on 208-5803. Your Buddy will return and remain with you until emergency-response personnel arrive and determine the need to evacuate you and, if so, the routes and methods to be used.
- ✓ If the situation makes the main corridor unsafe, call 9-911 from the nearest available phone (office doors should be unlocked) to notify the Dispatcher, provide names and location, and then call the OEP Command Center on 208-5803. Retreat to the nearest emergency exit stairway near the intersection of the main corridor, and await for the arrival of emergency-response personnel.

Evacuation Chairs: Evacuation chairs have been placed in the north freight elevator lobbies and north and south penthouses of the MIB. These are to be used **only** by trained personnel to assist disabled persons who choose to be evacuated via the stairway during an emergency. A written request must be submitted from the disabled employee, through their supervisor, to the Building Manager's office if this evacuation option is preferred. Include the names, telephone numbers and room numbers of a minimum of five volunteers willing to assist. Successful training with volunteers and the disabled person is a prerequisite. Evacuation of these individuals will take place after other occupants have evacuated.

Additional Notification for Hearing-Impaired Persons: The alarm system is supplemented with strobe lights which are located above each fire-alarm pull station and flash when the alarm is activated. If the strobe lights are flashing, evacuate the building immediately.

In addition, the NBC offers text pagers for use by hearing-impaired personnel. These pagers vibrate are

connected to the fire-alarm system in the Main and South Interior Buildings and are activated automatically whenever the fire-alarm systems direct occupants to evacuate the building. When notified, evacuate via the nearest emergency exit according to established evacuation procedures. To acquire a vibrating pager, contact the Building Manager's office on (202) 208-7560.

Visually-Impaired Persons: Upon activation of the alarm system, visually-impaired persons should:

- ✓ Get with their designated Buddy and follow the instructions given by the Buddy.
- The Buddy will guide them through the appropriate evacuation route once the stairway is clear of occupants whom do not require assistance.

Main Interior Building – Buddy: *Assisting others during an evacuation*

Your role as a Buddy is critical for the safety of employees who require assistance during an emergency. Please familiarize yourself with the duties listed below. We recommend you carry and refer to this checklist while performing your emergency duties. If you have any questions regarding these procedures and/or your duties, please contact the Division of Facilities Management Services on 208-7560.

Persons requiring assistance and/or their supervisors must play an active role in pre-identifying a Buddy (and alternate) and providing the Division of Facilities Management Services with the names, room numbers, and telephone numbers of these persons so that training may be scheduled and accomplished, and to allow us to contact them for purposes relating to an emergency evacuation of the building.

Employees who require assistance during an emergency should be moved temporarily to a safe area on the same floor. Elevators must not be used during a building evacuation until it is determined safe to do so and the evacuation of the person(s) requiring assistance is deemed necessary. As a general rule, employees in wheelchairs, motorized carts, or whom require the use of a walker or other mechanical aid will not be evacuated via stairways. During an emergency, Buddies must ensure that the appropriate Wing Warden and Sector Warden are aware of the need for assistance if an evacuation is deemed necessary.

Whenever the alarm bells are sounded:

1. Immediately proceed to the specified location of your assigned employee.
2. **Advise the appropriate Sector Warden and/or Wing Warden of your location.**
3. Find a safe area for temporary relocation. **A preferred waiting area, if safe, is in the main corridor where you will be visible to emergency-response personnel.**
 - Once there, the Buddy will proceed to the nearest office (doors should be unlocked) and call 9-911 to notify the Dispatcher of your location and then call the OEP Command Center on 208-5803.
 - The Buddy will return and remain with the individual requiring assistance until emergency-response personnel arrive and determine the need to evacuate and, if so, the routes and methods to be used.
 - If the situation makes the main corridor unsafe, call 9-911 from the nearest available phone (office doors should be unlocked) to notify the Dispatcher, provide your names and location, then call the OEP Command Center on 208-5803. Retreat to the nearest emergency exit stairway, and await for the arrival of emergency-response personnel.
3. Remain with your assigned employee until the emergency is terminated or until you receive further instructions from emergency support personnel.
4. If necessary, use the nearest office telephone and call the Command Center on 208-5803 (room 1012, Main Interior Building).